

Compliance Job Description

The DOT Compliance Admin is responsible for assisting the DOT Trucking Compliance Manager in ensuring compliance in driver hiring, driver qualification, and maintenance of DOT required compliance records.

POSITION RESPONSIBILITIES

- Review and processes all driver applicant qualification documents for accuracy and completeness
- Requests and reviews background investigation reports such as MVR's, CDLIS, and PSP reports
- Track all driver credentials (License, Haz-Mat Endorsement, Medical Cards, etc) and send renewal notification reports to Field Supervisors and Managers
- Assist in Driver Annual Review process to include request for MVR's and distribution/collection of certificates of violation
- Assist in completing all driver safety performance history checks and DOT drug/alcohol history checks
- Populate and manage Keller Driver Qualification software to ensure all driver credentials and files are compliant with FMCSR
- Populate Keep Truckin / eDriver Log system and assist in correcting eDriver logs and running violation Reports
- Maintain file on each Truck for DVIR's (Driver Vehicle Inspection Reports)
- Assist in populating the Driver Safety Performance Tracking spread sheets, and keeping folders on each Accident Incident by year
- Conduct new driver basic hazardous materials, security awareness, and security plan training
- Track and maintain all DOT required training records in accordance with FMCSR
- Manage and maintain all printed and electronic driver qualification files, medical files, and compliance files in a secure and confidential manner
- Manage and maintain all terminated driver qualification, medical and compliance files
- Complete Employment Verification requests for terminated drivers prospective employers per FMCSR
- Conduct periodic self auditing of all DOT driver qualification files and records to ensure compliance

REQUIREMENTS

High School diploma /GED equivalent

Intermediate skills in Excel, Word, Outlook, and related computer software

Working knowledge of FMCSR as it relates to driver qualification and related compliance issues

Strong organizational skills with the ability to prioritize, set goals, and accomplish responsibilities with limited supervision

Effective written and verbal communication skills

Dependable and self-motivated

PHYSICAL / MENTAL REQUIREMENTS

Requires considerable concentration and focus. It is subject to stress caused by a changing environment, diversity in the organization, tight deadlines and workload.

Normal concentration/intensity, which includes prolonged mental effort.

Normal memory, taking into consideration the amount and type of information.

Normal complexity of decision making. Normal physical mobility, which includes movement from place to place on the job taking distance and speed into account.

Normal physical strength to handle routine lifting and transporting of moderately heavy objects, such as computers and peripherals.

WORK ENVIRONMENT

The duties of this position are typically performed in an office setting with normal ranges of temperature and a moderate to high level of office background noise. The majority of duties are performed while sitting at a desk. Communication typically occurs through face-to-face interaction, as well as via e-mail, telephone and written correspondence. This job also requires the ability to use other office equipment such as copier, fax machine, etc. Occasionally travel to meetings throughout the office and at other company office sites and client locations. Constantly work in a team environment, effectively and efficiently achieving goals, improving processes and resolving problems.